

**U.S. Probation Office
Western District of North Carolina
JOB OPPORTUNITY
VACANCY ANNOUNCEMENT: #14-14**

Position Title: Probation Support Technician

Salary Range: CL 22 - \$12.00 per hour

Type of Appointment: Part-time - temporary

Position Location: Charlotte

Closing Date: Open until filled**

**Initial cutoff date: November 12, 2014

Area of Consideration: Applicants must be students enrolled in an academic program.

The U.S. Probation Office in Charlotte is seeking qualified applicants for the temporary position of probation support technician. This position provides clerical and technical support to probation officers in areas including preparation of pretrial, presentence and other investigative reports, and/or case management under the guidance and direction of a probation officer or supervisor.

Duties and Responsibilities

Incumbent assists in performing investigations of all types for the office and other districts (e.g., collateral, presentence, post sentence, etc.). Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports and social history information. Receives and transfers files from other districts. Retrieves and verifies criminal history information. Enters and maintains accurate data in probation/pretrial automated case tracking (PACTS). Incumbent will be required to serve as the receptionist, performing general reception duties with courtesy and professionalism, and ensuring staff is kept apprised of messages and visitors.

Qualification Requirements

High school diploma/GED is required. **Must presently be participating in an associates, bachelors or graduate program, preferably in the Criminal Justice Major/Minor.** Clerical, office or other experience that indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Incumbent must be responsible, tactful and possess the ability to work harmoniously with others in a team-oriented work environment. The successful applicant must possess the ability to maintain confidentiality, good multi-tasking skills, have strong interpersonal, verbal and written communication skills. Must have professional office attire. Applicant must be citizen of the United States or eligible to work in the U.S.

Work Schedule

Flexible work schedule with a minimum 20 hour work week. General office hours are 8 a.m. to 5 p.m., Monday through Friday. Federal holidays are recognized.

Salary and Benefits

Starting salary of \$12.00. Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits do not accompany this position. Parking will be provided to the successful candidate.

Application Procedures

Applicants should submit a **single PDF** version of the application package which is to include the following documents: cover letter (with reference to the vacancy announcement number), resume, copy of academic transcript and application form (AO 78). Application packages should be emailed to: hr_wdnc@ncwp.uscourts.gov The AO 78 application form is available at www.ncwp.uscourts.gov (office information/employment). Preference will be given to application packages received by the first cutoff date.

Candidates selected for interviews may be subject to proficiency testing. Final applicant for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprint submission, credit bureau check and submission of certified academic transcript. Offer of employment is contingent upon favorable completion of these checks.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice. This job announcement may involve filling more than one position described herein. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

Due to the volume of applications received, the United States Probation office will only communicate to those individuals who will be interviewed for open positions.

Posted: 10/28/2014

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